


Job Breakdown Sheet

Description of the task:	How to bump a volleyball.	List Common Key Points: Body position is the most important key.
Parts (UPN, describe the parts)	One volleyball	
Tools & supplies required:	None	
Safety equipment required:	None	

Important Steps		Key Points		Reasons	
WHAT?	A Logical segment of the operation that advances the work.	HOW?	Things in important steps that will: 1. make or break the job 2. injure the worker 3. make the work easier	WHY?	List the reasons for the key points
1	Hand position	1. Both hands palm up 2. Place one hand in top of the other 3. Curve hands and put thumbs together	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	1. Hit ball on top of arms 2. Locks the hands together so they don't spread apart	
2	Arm position	1. Arms straight and lock elbows 2. Hands lined up with bellybutton 3. Hand out from bellybutton about 1 foot 4. Tap off excess lightly Start next scoop where last one left off	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	1. Makes a flat surface on arm for better control 2. Easy to pass ball forward 3. Keep you body bent forward and arms out front.	
3	Leg position	1. Stand feet apart shoulder-width 2. Squat to bend knees	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	1. Stronger body position and balanced 2. Move quick and balanced	
4	Bump (pass) the volleyball	1. Watch the ball 2. Move body and arms to line up with ball 3. Move arms out 4-5 inches from body 4. Bump or make contact with ball on both lower arm	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	1. See where the ball is going 2. Hit the ball ion the right place on the arms 3. Make ball bump in right direction 4. Even surface for ball to bump off	

Training Aid: (put hand sketches, diagrams, parts, or layouts here. Insert a digital picture if available.)



Key Point reminders:	<input type="checkbox"/>	Critical check or inspection	△	Quantity Check	+	Could injure the person	✓	Makes the job easier	Owner of this document: Alisha Odle	Page: 1 of 1	Rev: Date: 5/18/09
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“If the person hasn’t learned, the instructor hasn’t taught.”